

## **Trust Facilities Manager: Hollingworth Learning Trust - Person Specification**

Hollingworth Learning Trust is a multi-academy trust established to make a positive difference to the lives of our children. We are not here to make the inevitable happen. Every school we work with is on a journey towards becoming 'World Class.' Our Trust is there to support this. Our Trust exists to support school improvement and share innovation across all of our schools in order to raise standards, improve provision and unlock potential. The purpose of each school is to improve the life chances of each child regardless of ability, gender, social background or ethnic origin.

Our Central Services Support Team are a key part to us supporting schools on their journeys to 'World Class'. This position is a key link between our schools and the facilities that the student and staff in our trust family have.

**All staff employed in our Trust are required to uphold the values and should be able to demonstrate that they are; Ambitious, Positive, Resilient, Reflective and Principled.**

Candidates should use this person specification to help them consider if they meet the essential and where possible, desirable criteria for the post. Candidates should then make reference to this in their application form and letter of application.

**The key for our method of assessment is:**

**Application form = A    Certificates = C    References = R    Interview Process = I**

<b>Professional Qualifications / Training</b>	<b>Method of Assessment</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• First Aid qualified*</li> <li>• NEBOSH or IOSH / equivalent health and safety qualification*</li> <li>• Willingness to develop new skills and participate in continuous professional development</li> <li>• *(Once employed, if you do not have these qualifications, it is a requirement that you complete and pass these).</li> </ul>	<p>C/A C/A A/I</p>

<b>Skills, Abilities and Experience</b>	<b>Method of Assessment</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Able to communicate a clear vision in which others are inspired to embrace and to challenge appropriately</li> <li>• Able to provide effective and inspirational leadership that inspires confidence and motivates teams</li> <li>• Able to prioritise and organise the demands of being part of a central service and within a school setting, ensuring the ability to delegate effectively</li> <li>• Ability and knowledge to effectively negotiate and manage competitive contracts</li> <li>• Leading, managing and motivating a team of staff and delegating effectively</li> <li>• Successful estate and property management task experience, including all aspects of engaging and managing contractors</li> <li>• Experience of creating and delivering planned maintenance programmes and associated reporting</li> <li>• Experience of all aspects of people management including; recruitment, induction, development, performance, attendance and conduct management</li> <li>• Comprehensive and current knowledge of key legislation and processes, within premises and facilities management - including Health and Safety</li> <li>• Experience of working in a fast paced environment</li> <li>• A solution focused approach to work</li> </ul>	<p><b>A, R &amp; I for all within this section</b></p>
<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of working within a school based environment</li> <li>• Experience of managing teams across multiple sites</li> </ul>	

Personal Qualities & Attributes	Method of Assessment
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• A commitment to safeguarding, promoting welfare of children and young people</li> <li>• Genuine interest in and passion for working within facilities management, with a view to developing your career and a willingness to undertake further training</li> <li>• Commitment to self-development and able to demonstrate the following personal qualities; Ambitious, Positive, Resilient, Reflective and Principled</li> <li>• Positive and solution focused with a flexible approach to work</li> <li>• Customer focused and ability to meet deadlines</li> <li>• Excellent and adaptable communication skills, with the ability to communicate to a variety of audiences</li> <li>• Self-motivated and proactive</li> <li>• Accuracy and attention to detail</li> <li>• Ability to lead a discussion with staff at all levels and provide support and advice</li> <li>• Excellent relationship management, experience of successfully working with stakeholders and building effective working relationships at all levels</li> <li>• Reliable and trustworthy</li> <li>• Willingness to be a key holder for the school and be contacted at home in cases of emergency</li> <li>• A full clear driving licence is essential to ensure the ability to travel between sites</li> </ul>	<p><b>A, R &amp; I for all within this section</b></p>

*The Trust is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people and expects all staff and volunteers to share this commitment. The information requested for applicants is considered to be objectively justified to comply with government guidance on safer recruitment in such areas.*

*Appointment to this post will be subject to a Disclosure and Barring check and full safer recruitment in education pre-employment checks.*

**AMBITIOUS**

**POSITIVE**

**RESILIENT**

**REFLECTIVE**

**PRINCIPLED**

CEO: Mr Darren Randle

Hollingworth Learning Trust is a charitable company limited by and registered in England and Wales with company number 8314692  
Suite 1, Floor 3, Hafley Court, Buckley Road, Rochdale, OL12 9DJ

Tel: 01706 292800